



## CITY OF SAN BRUNO

Community Services Department

### MEETING MINUTES

#### Parks and Recreation Commission September 20, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Salazar, and Zamattia. Commissioners Excused: Nigel. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Davis led the Pledge of Allegiance.
3. **REVIEW OF AGENDA: MSC Davis/Gonzales** to Continue item 7b. to the October meeting in order for the Commission to have more time to review the item at the October meeting. Passed with a 6-1 vote. Commissioner Greenberg opposed.
4. **APPROVAL OF MINUTES:** Continued to October meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Presentation from the Park Inspection/Tour Program Ad-Hoc Subcommittee on Recommended Changes to the Commission Park Tour Program –  
**Commissioner Greenberg** told the Commission that the subcommittee met and was considering changing their program from a few parks being visited by the Commission per year to every Commissioner visiting every park at least once a year. She added that the subcommittee would like the program to be called a Park Tour Program, not inspection. **Commissioner Melendrez** added that they would like an October deadline for the Commission to visit the parks each year. **Commissioner Gonzales** asked if they would have a checklist. **Commissioner Greenberg** responded that there would be a checklist to cover a few general key areas that would address the user's experience. **Vice Chair Davis** commented that she thought visiting all the parks would be a lot to cover in one year and suggested that they also create an easy grading process for the Commissioners to use when visiting the parks. **Commissioner Zamattia** said that she likes the Commission visiting the parks together as a group. **Commissioner Greenberg** agreed with Commissioner Zamattia about the Commission visiting the parks together but the subcommittee felt that the four year cycle was too long in between visits. **Chair Palmer** said that the Commission should add this to the

October agenda to better discuss it and **Vice Chair Davis** added that they review the old schedule and that she has an example for the Commissioners on a type of checklist they can use. **Chair Palmer** asked that it be continued to the October agenda.

- b. Results on the 2017 Inspection of Neighborhood Parks – Continued to October agenda.
- c. Update on Recreation Registration and Facilities Reservation Software Conversion – Superintendent Brewer advised the Commission that staff would be recommending Rec 1 as the new software company for registration and facility reservations and that the City had provided written notice to terminate to their current software company effective February 8, 2018. Staff would be making a presentation to the City Council on September 26, 2017 requesting authorization to proceed with the conversion to Rec 1. Once staff receives authorization, implementation of the new Rec 1 software will take approximately four months during October through January. She added that the new software program will cost less for both the users and the City and would include features such as social media sharing for classes and programs.

8. **UNFINISHED BUSINESS:** None.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Vice Chair Davis** asked how staff would be handling future communications from the public due to the oversight with a recent letter. Director Burns responded that staff is diligent in getting information to the Commission in a timely manner and the correspondence to which Commissioner Davis referred had been mistakenly overlooked by staff but once staff realized the error, they correspondence was immediately forwarded to the Commission and response provided to the resident. She added that an email had come into a general online inbox requesting the Commission's presence at an AYSO event and staff provided the email to the Commission within two business days. **Commissioner Salazar** asked if it was possible for the Commission to have an alias inbox that would be redirected to each Commissioner individually. Director Burns responded that she would look into it.

10. **ITEMS FROM STAFF:** Director Burns told the Commission that staff is currently seeking to set a date for the groundbreaking of the new Florida Avenue and Earl-Glenview Parks.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 6:58 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno